

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040044-5

REPORTS INVENTORY

CONTROL NO.

DDP - 108

25X1 PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

WH ☐ PANEL MEETING REPORT

2. TYPE
OF
REPORT

STATISTICAL

XX NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

X Div Ops Staff

4. NO. OF COPIES PREPARED

15

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Twice Monthly

6. DISTRIBUTION (No. of components not number of copies)

1 Division

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

C/WH

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

25X1 WH/FI ☐

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									\$672.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$672.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1 Basis on which all ☐ actions are taken within the Division.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X

RETAIN AS IS

☐ OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION